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Rules and Regulations
OF THE
PROVINCIAL
LUNATIC ASYLUM

NEW WESTMINSTER, B. C.

R. I. BENTLEY, M. B., MEDICAL SUPERINTENDENT.

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BY-LAWS, RULES AND REGULATIONS
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THE MEDICAL SUPERINTENDENT.

The Medical Superintendent shall be the head of the establishment. He shall have the general superintendence of the buildings and grounds, together with their furniture, fixings and stock. To him are committed the charge of the patients, and the direction and control of all matters regulating their admission and management, and the conduct of all persons to look after them.

He shall cause to be kept correct accounts, in books provided for the purpose, of all supplies received at the asylum, and of all articles of stores and property consumed in the institution daily. He shall keep accurate accounts of all expenditures under appropriate headings, taking vouchers for all moneys paid out and make a detailed statement of the same each month. He shall also cause to be kept a correct account of the patients received, discharged, died and escaped. Of those received he shall, at the time of their admission, enter in a book a condensed copy of the commitment, together with the condition of each patient at the time of admission. In connection with the discharges, deaths or escapes, he shall enter the date, with such remarks as he shall deem proper.

He shall have control of the patients, prescribe and direct their treatment, and discharge such, as in his opinion have recovered their reason.

He shall be the custodian of all bonds given to secure the payment for keeping and clothing paying patients, and shall collect all sums due the asylum from that class of patients, and account for the same in his monthly reports. He shall be the executive officer of the establishment, and shall have charge of all books and accounts, and all matters of finance relating thereto.

He shall maintain discipline among the subordinates or employees, and enforce obedience to the laws, rules and regulations adopted for the government of the institution, and is empowered to discharge any attendant for violation of the laws or rules.

He shall report to the Provincial Secretary any employee that he may think unfitted to fulfil the duties required of him.

He shall have the nomination of all persons to be employed in the asylum, after consultation and with the consent, of the visiting committee.

He shall estimate and report to the Provincial Secretary the amount, kind, and quality of furniture and household furnishing goods, provisions, fuel, clothing and the materials required for the six months ending on the 30th day of June and 31st day of December of each year.

Necessary expenditures, other than those mentioned, may be made by the Medical Superintendent, subject to the approval of the visiting committee.

At the end of each month he shall cause a pay roll to be made, which shall show the name, capacity, time, rate of salary or wages, and the amount due each person employed in the establishment, and shall on the receipt of such sum, pay the persons named on the roll the sums due them, taking their receipts on the roll for the moneys received, which shall be his voucher.

He shall make a general report of all subjects relating to the working and expenses of the establishment in his annual report to the Provincial Secretary.

He shall receive and answer all correspondence addressed to him relating to the concerns of the institution, and shall cause a record of his correspondence to be regularly kept.

THE STEWARD.

The steward shall act as store-keeper. He shall keep a book of the daily expenditure of all provisions and other articles delivered out of the stores. He shall take care that all stores that come into the building are of the best sorts, and purchased at reasonable rates; and receive no goods into the institution without an invoice, which is to be at once checked and filed. He shall half-yearly, or

oftener if required, take an account of all articles in use in the asylum. He shall keep a set of books showing the current expenditure of the asylum. He shall mark all articles belonging to the asylum, previous to their issue from the store, with the private mark of the asylum.

He shall keep an inventory of all the furniture and household goods, and an account of all additions and alterations made from time to time. He shall see that the food is of the quality and quantity ordered, that all meals are properly served and at the right times, so far as relates to the male patients, and the keepers and servants. He shall attend to the distribution of the provisions required, and take care that no more are cooked than are necessary.

He shall constantly observe the conduct of the keepers and servants, see that they do their duty, and report to the Medical Superintendent any instance of neglect or misconduct that he may observe or of which he may be informed, and see that everything pertaining to the asylum property is kept in order. He shall be required to devote his whole time to the interests of the institution, preserve order in the house and faithfulness in employes, and see that all rules and regulations are fully observed. He, with the aid of such patients as can be taken out for that purpose, shall have the care of the orchard, garden, and grounds about the asylum, as directed from time to time by the Medical Superintendent. He shall see to the opening and closing of the asylum, that the keepers rise and commence work at the appointed time, that the fires are regularly lighted and extinguished, and shall see that the directions of the Medical Superintendent are faithfully carried out. He shall keep in a book a record of all clothing or other property belonging to male patients on admission, and on their discharge see that all articles belonging to them are carefully put up and returned. He shall inform every male keeper and servant that he will be held responsible for the loss of any article entrusted to his care. He shall see that the sick in the male wards are properly attended to and treated with the greatest care, and make the necessary arrangements for the burial of the dead. He shall instruct new keepers and servants in their duties and furnish them with the by-laws of the institution. He shall see that all cleaning in the male wards is properly performed by the prescribed hour every morning; that

the beds are in good order; that their clothes are taken good care of; that their food is properly served and distributed; that the rooms, halls, yards, out buildings, and other apartments, including the keepers' bed rooms under his care, are kept clean and in good order and properly warmed and ventilated. He shall attentively observe the state of all buildings, water-closets and pipes, and report to the Medical Superintendent any defects or want of repairs. He shall, when requested, accompany the Medical Superintendent in his visits to the male wards, and shall not absent himself from the institution without the sanction of the Medical Superintendent.

THE MATRON.

The matron, under the direction of the Medical Superintendent, shall have charge of the female department of the institution. She shall be with the female patients in the wards as much as possible; see that they are kindly treated, that their food is properly cooked, served and distributed; that their apartments are kept clean and in good order and properly warmed and ventilated; that their clothes and bedding are always clean; that the female employes attend to their duties in all respects. She shall accompany the Medical Superintendent in his visits, and shall not absent herself without the permission of the Medical Superintendent. She shall keep a book with a record of all clothing and other property belonging to the female patients on their admission, and on their discharge she shall see that all articles belonging to them are returned. She shall direct the employment and recreation of all the inmates of the female wards. She shall superintend the cutting out, making up and repairing of the clothes, bedding, &c., appertaining to the patients, and all other occupations of the female patients.

THE KEEPERS.

1. The keepers shall have the immediate care and supervision of the patients.

A few general facts and principles should be constantly kept in mind by all persons connected with the management of the insane, but more especially by their attendants, into whose never ceasing care and keeping they are entrusted.

1st. Insanity is always connected, in some manner, with bodily infirmity.

2nd. There is usually a loss of all sense of moral obligation, or ability to distinguish between right and wrong, and therefore irresponsibility for words and actions.

3rd. There is a full appreciation of all acts of kindness or cruelty, and, in general, a perfect recollection of them after restoration, and in after life.

4th. There is usually a morbid sensitiveness in relation to what is due to them in attention and general deportment, and consequently irritation, excitement or anger, at either real or imagined neglect or improprieties of treatment.

5th. The frequent recurrence of excitement aggravates or perpetuates the disease.

6th. The more the mind dwells upon, or is reminded of hallucinations or delusions, the more permanently are they fixed; so is the reverse true, that the more they are driven from the mind, by occupation with other thoughts and ideas, the sooner do they disappear altogether.

These few principles are the basis of the following rules and regulations for attendants:

2. DEPORTMENT TO PATIENTS.—In all intercourse with the patients they must treat them with respect and civility, address them in a mild and gentle tone of voice, avoiding all violence and rudeness or undue familiarity, nicknames, or disrespectful terms. All civil questions are to be properly answered. All reasonable requests promptly attended to. They must never speak to them of their delusions, nor to others in their hearing; never allow them to be laughed at, or ridiculed, or harshly spoken to, on account of their delusions or peculiarities. Deception is never to be used nor promises made without expecting their fulfilment.

They should never manifest fear of a patient, should keep cool under every provocation, never scold them, or dictate authoritatively. When firmness and decision are required, they should be softened by mildness and kindness. When force is required, if it be used with tact and kindness, a pleasant smile, cheerful and explanatory words, and sympathizing manner, but little will be needed. UNDER NO CIRCUMSTANCES WILL A KICK, A BLOW, OR SIMILAR VIOLENCE, BE EXCUSED, EXCEPT IN THE clearest case of SELF-DEFENSE.

3. **DEPARTMENT GENERALLY.**—Attendants are required to be neat and cleanly in their dress, courteous and respectful to the officers, to one another, and to all persons, never wearing their hats within doors, or going in their shirt-sleeves, NEVER TO USE PROFANE OR VULGAR LANGUAGE, never to lounge upon the tables, or other furniture, or floor, never to be noisy or boisterous, to be cheerful without levity, and to be respectively gentlemanly and ladylike in all things.

4. When abroad, or to visitors, or to any one not connected with the asylum, they are directed never to report the conduct, conversation, peculiarities, or even the names of patients, and never to speak disrespectfully of the institution, its officers, or any of the employes.

5. **OF RISING AND MORNING DUTIES.**—They must rise punctually at the hour appointed, open the bed room doors of the patients, give them a cheerful greeting, see that they are properly washed and dressed, hair combed, and clothing and shoes in good order. All beds are to be opened for airing, foul ones are to be removed and cleansed, dried and refilled; and when sufficiently aired they are to be made up, the bed rooms and corridors swept, and everything put in the best possible order by the earliest possible time, and thus maintained throughout the day.

6. **OF MEALS.**—They must see that all patients are up and prepared for breakfast at the prescribed time, and duly ready for all other meals. All patients must take their meals at the table, when sick, except when confined to their rooms, or when otherwise directed. The food is to be promptly served by the attendants while warm and in good order, not only to those at the table, but to those in their rooms. Those confined are to be served first. At the table, the preferences of patients, their likes and dislikes, and peculiarities of taste, are as far as possible to be attended to. Knives and forks or other dangerous weapons are never to be left in the possession of patients. After each meal they are to be counted, and if any are missed they are to be sought after without delay. Immediately after each meal the dining room must be put in complete order. Patients must not be hurried away from the tables before they are done eating; care must be taken to give ample time to the aged and feeble.

7. The meals of the patients shall be served promptly at the hour appointed by the resident physician.

8. OF CLEANLINESS.—Every part of the corridors, halls and rooms must be kept scrupulously neat and clean; "NOTHING IS CLEAN ENOUGH THAT CAN BE MADE CLEANER" is a rule that must be strictly observed. All the floors must be scrubbed weekly, and oftener when necessary, and must be swept each day as often as required to keep them clean. When unpleasant odors are observed the cause must be removed instantly. Clean sheets and pillow cases are to be put on each bed, at least once a week, and oftener if required by being soiled.

8. MEDICINES.—The attendants must give all medicines as directed. Any striking or unexpected effect of medicines must be reported to the steward at once. All new cases of sickness, and all alarming or dangerous symptoms in those already sick, must be reported at once.

9. BATHING.—All patients must be bathed in tepid water at least once a week, unless otherwise directed. Cold baths are to be used only under special directions.

10. CLOTHING.—The attendants must see that all patients change their clothes regularly, at stated intervals, or oftener if required for cleanliness. THEY MUST BE KEPT TIDY AND NEAT, SHOES TIED, STOCKINGS DRAWN UP, CLOTHING BUTTONED, HOOKED, PINNED, TIED, AS THE CASE MAY BE, AND ALL CLOTHING PROPERLY ADJUSTED. THEY MUST BE CONSTANTLY KEPT FROM CARELESS OR SLOVENLY HABITS. When patients wet or soil their clothes they are to be changed immediately, and as often as is necessary to keep them dry and comfortable. The attendants, with the aid of the patients, shall do the repairing of patients' clothing.

11. WALKING.—All patients not too feeble or violent should be got out into the grounds and open air when practicable and the weather is suitable. Each attendant will be responsible for his or her own patients.

12. OUT-DOOR WORK.—For the benefit of the patients they will be permitted and encouraged to engage in out-door work, under the care of attendants. They must not be permitted to over-work themselves, nor are they to work against their will, neither must they be asked to do that which they may feel to be degrading. The attendants must work WITH THE PATIENTS, and be careful not to appear to be ordering or superintending, but

to direct by example, assistance, and advice. Any disposition to escape must be reported.

13. **AMUSEMENTS AND EMPLOYMENTS.**—Patients should be as constantly as possible engaged in some pleasant kind of employment or amusement, and every effort should be made to induce them to do so. The attendants should constantly devise ways and means to this end.

14. **MECHANICAL RESTRAINT.**—The use of restraining apparatus is prohibited, except by express permission of the Medical Superintendent. Seclusion to a private room, or the personal care of the keepers must be employed until further directions can be obtained. Whenever a patient becomes so noisy or violent as to demand seclusion, ample aid should be procured, and if force be required it should be used in a firm and decided, but mild and gentle manner without any anger or appearance of anger. The reasons should be pleasantly and kindly explained.

15. No patient's door is to be left unlocked at night. On retiring, the patient's clothing is to be placed within the halls, lights extinguished, and the keepers to repair to their respective rooms.

16. **SUICIDAL PATIENTS.**—Persons known to be suicidal must be kept in every way under the closest surveillance, and yet be treated with the greatest kindness and sympathy, cheered and enlivened, and the subject must never be alluded to. Their clothing, rooms, and beds must be often searched for any articles that might be used for dangerous purposes. The watchman must be kept informed of all such cases.

THE WATCHMAN.

His duties will commence at seven o'clock P. M., at which time he shall visit the office to receive instructions for the night. He must while on duty be faithful and vigilant, visit every part of the wards at least every hour during the night, making as little noise as possible, never conversing in a loud tone, and opening and shutting the doors with as little noise as possible. He must use every means in his power to tranquilize those who are excited, and to allay the fears and apprehensions of the timid, pay particular attention to the sick, the suicidal, and those recently admitted; see that the patients are regularly supplied with water, when it is asked for, and

attend to all other reasonable wants; notice any unusual noise in the patients' rooms, endeavor to ascertain the cause, and if necessary report the same to the steward. He shall report any irregularities, neglect of duty, or violation of rules which may come under his notice. He must look after the heating apparatus during the night, and be very watchful about fire, and in case of its occurrence must report immediately to the steward and attendants without giving general alarm; he must see that the hose, &c., are always in good order, and in readiness for use, and shall perform such other duties as may be required of him. At 6 o'clock A. M. he will be relieved of his duties until the time for duty in the evening.

THE COOK.

The chief cook shall have the general charge, under the direction of the steward, of all the cooking for the patients and attaches of the asylum. He shall take care of the supplies for the kitchen, and prepare the food as may be directed and see to its proper distribution and delivery. He shall personally take care of the fires and lights and see that the apartments are properly closed for the night. He shall be mainly responsible for such help as he may require in the performance of his duties.

GENERAL AND MISCELLANEOUS REGULATIONS.

1. The whole time of employes should be devoted to the institution.
2. They must never work for themselves during hours of duty.
3. They shall not receive any gratuity or present from patients or their friends without the consent of the Medical Superintendent.
4. They are not to visit each other's wards except on duty.
5. They must never leave their halls unattended.
6. They must not retire to their rooms during duty hours, for reading, writing, sewing, napping, &c.
7. Employes must not take friends or others into the wards without permission.
8. They must not lend their keys, and must be careful not to lose them.
9. They must always regard the affairs of the institution as confidential and never make them the subject of conversation with those unconnected with it.

10. All abuses, improprieties, and violations of rule must be reported to the Medical Superintendent or steward.

11. No intoxicating liquors shall be used in the asylum or upon the premises, except as prescribed by the Medical Superintendent.

12. No person addicted to gambling, or of intemperate habits, or of immoral character, will be employed in the institution.

13. Male keepers will notify the steward before leaving and report to him on their return.

14. Female attendants will notify the matron of their leaving and returning.

15. All employes leaving must hang up their keys in the place provided for that purpose.

16. Non-residents will not be permitted to remain in the institution at night, without permission of the Medical Superintendent.

17. All employes must be ready to perform extra duties in cases of emergency.

18. All letters, or other writing, parcels or packages, to or from the patients, must be shown to the resident physician before being sent away or delivered to the patients.

19. All money, jewels, or other valuables found on patients, and all sums left or sent for their benefit, must be deposited in the office.

20. No conversation shall be held with patients through the windows, and no person is allowed to stand by the windows or balconies, attracting the attention or listening to the talk of patients.

21. Visitors to patients, and to the institution, may be admitted from 9 to 11 A. M. and from 2 to 4 P. M.; Sundays and holidays excepted. Male visitors shall not be admitted to the female departments except by special permission of the Medical Superintendent.

Any violation of any of the foregoing rules may be visited with a summary dismissal of the party offending.

Special arrangements may be made by the Medical Superintendent for the visits of clergymen, or others, and for the holding of religious services or conversation with patients.

R. I. BENTLEY, M. B.,

MEDICAL SUPERINTENDENT.

New Westminster Asylum for the Insane,

January 1st, 1885.

Notes

It has been found necessary to allow Attendants a certain amount of leave of absence from work and constant attendance with the Patients. Therefore the following rules have been adopted.

Every attendant is allowed out one Afternoon each week.

Every Attendant is allowed out every alternate night.

Every Attendant is allowed to attend Divine Service alternate Sundays.

Every Attendant after serving one year is allowed ten days holiday each year, the time of such leave being regulated by the Medical Superintendent. Should the Attendant not desire to take his or her leave at the time offered he or she may, with the consent of the Medical Superintendent allow the leave to accumulate for three years, not more.

Medical Superintendent